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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors of All Agencies, Departments, Institutions, and Commissions

FROM: Karl McCottry

SUBJECT: Human Resources Information System (HRIS) Update

DATE: March 7, 2005

In a memo dated February 25, 2005, the Office of Human Resources informed agencies of the addition of a new field to HRIS for supervisor position number. The new supervisor position number field consists of ten positions. The first position in the field should be a "P" for permanent positions, "T" for temporary positions, "L" for time-limited project positions, or "G" for temporary grant positions. All agencies that use the E-Leave System will be required to use the new supervisor position number field after March 21, 2005.

We ask that you notify your Information Technology Department of the details of this change. All batch and tape transfers that should be processed on or after March 21, 2005 will be required to be in this format.

If your Information Technology staff has any additional questions regarding the HRIS changes, please contact Lisa Glenn at 803-734-2255 or Glenn Rabon at 803-734-2246.